

Opening Date:	June 20, 2014	Closing Date:	July 7, 2014
Job Title:	Criminal Clerk	Position Type:	Contractual Full Time
PIN:	910002	FLSA Status:	Non-Exempt
Location:	Circuit Court for Frederick County Frederick, Maryland	Grade/Entry Salary Range:	J06 \$14.46 - \$17.13 per hour (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees subject to promotion/demotion policy

Essential Functions: Perform a variety of clerical functions in all areas of the Judicial section with emphasis on criminal casework. Process and maintain criminal case files by reading pleadings, typing docket information using a computer and establishing case file folders. Assist the public, attorneys, court agencies and staff by providing information regarding case status, court procedures and other relevant information in person and over the phone. Prepare and issue summons, warrants and writs as well as other documents for distribution. Calculate and collect court related costs. Process outgoing and incoming mail. Assist with file clerk duties. Assists in other areas of the Clerk's Office when necessary. Perform any and all duties as assigned by the Clerk.

Education: High School Diploma or GED.

Experience: One year of related experience.

Preferred: Customer service, computer and cashiering experience.

Skills/Abilities: Ability to communicate with the public and co-workers in an effective, patient and tactful manner. Ability to effectively convey directions, instructions and information to the public, attorneys, defendants and other court agency staff. Knowledge of business English to include proper grammar, spelling and punctuation. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to learn and apply job related codes, terminology, policies, procedures, regulations and laws in order to define problems, collect data, establish facts, record data, complete relevant forms and provide correct information to clients. Ability to interpret comments and notations and record essential information. Ability to apply independent judgement to discern pertinent information. Ability to understand and interpret oral and written communication and instructions. Ability to work within considerable time constraints and in an environment with continuous interruptions. Ability to use independent judgement and make decisions based on experience and in accordance with established policies and procedures. Ability to use a computer and learn court specific software applications. Ability to use a cash register. Ability to type and enter data as demonstrated by successful completion of a typing and data entry test. Ability to work overtime when necessary. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. The candidate selected for this position will be subject to a background check, and a completed application is due at time of interview. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for materials sent to any other address.

Circuit Court for Frederick County
100 West Patrick Street
Frederick, MD 21701
ATTN: Hon. Sandra K. Dalton, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.